



# ELECTION NEWS

A special informational bulletin on the implementation of Michigan's new "consolidated elections" legislation

---

Michigan Department of State - Terri Lynn Land, Secretary of State

Issue No. 22

July 14, 2005

## **In This Issue ...**

- Special Instructional Notice May Be Substituted for Marking Implement When Distributing Optical Scan Absentee Ballots
- Materials Needed to Administer August 2 Election
- Election Resources Available on Department's Website

## **Special Instructional Notice May Be Substituted for Marking Implement When Distributing Optical Scan Absentee Ballots**

A number of city and township clerks have recently inquired whether it is acceptable to substitute a special instructional notice for the marking implement which is customarily enclosed with an optical scan absentee ballot. After reviewing the impacting laws and Rules, we have concluded that the practice is acceptable in jurisdictions that currently employ updated optical scan voting systems which are capable of reading votes marked with a wide range of marking implements.

Jurisdictions interested in eliminating the marking implements customarily enclosed with optical scan absentee ballots must observe the following:

- A simple notice must be enclosed with the ballot which recommends the type of marking implement the voter should use to mark the ballot. (Check with your optical scan voting system vendor for the best recommendation to offer.)
- Any voting instructions which appear on the ballot which make reference to an "enclosed marking pen" must be adjusted as appropriate.

## **Materials Needed to Administer August 2 Election**

The following article outlines the election materials needed for the administration of the August 2 election which are available through the Department of State's Bureau of Elections.

It merits note that the Department of State's Bureau of Elections is *not* responsible for supplying election seals for the administration of the August 2 election. If election seals are needed for the election, they must be ordered through a commercial vendor. (The Bureau is responsible for supplying election seals for state and federal elections only.)

***Election materials which can be ordered from the Bureau:*** The following materials can be ordered through the Michigan Department of State's Bureau of Elections. An order form is included with this newsletter for your convenience.

- A. Voter information posters:** A minimum of two copies of the poster must be placed on display in each polling place. The poster complies with the requirements provided under MCL 168.668a as amended under PA 96 of 2004. (The voter information poster prepared for the August 2 election can also be printed from the Bureau's website as explained below.)
- B. Audio version of voter information (cassette tape):** An audio version of the voter information must be available in each polling place. (The audio version of the voter information distributed for the 2004 election cycle can be used for the August 2 election.)
- C. Braille version of voter information:** A Braille version of the voter information poster must be available in each polling place. (The Braille voter information displays shipped in advance of the May 3, 2005 election can be used for the August 2 election.)

***Election materials which are available on the Bureau's website:*** The following materials needed to administer the upcoming August 2 election can be accessed on the Department of State's website <[www.michigan.gov/sos](http://www.michigan.gov/sos)>. To locate the information, click on "Elections in Michigan"; on the Elections in Michigan page, click on "Information for Election Administrators." The referenced documents are listed under the "Election Resources" section in the middle of the page.

- A. Voter information posters:** As noted above, a minimum of two copies of the poster must be placed on display in each polling place. The voter information posters can be printed from the Bureau's website. (Legal sized paper is needed to print the poster.)
- B. Provisional balloting materials:** Every polling place must be supplied with the materials needed to administer Michigan's provisional balloting process. The following materials can be accessed through the website: the "Four Step Procedure Form," the "Notice to Voters Unable to Satisfy Identification Requirement and/or Residence Verification Requirement," the "Procedure for Handling 'Envelope' Ballots Returned to Clerk's Office," and the "Provisional Ballot Report Form."
- C. Identification requirement notice:** Every polling place must be supplied with the notice developed for voters subject to the federal identification requirement who are unable to satisfy the requirement when offering to vote.

#### **Election Resources Available on Department's Website**

The following information can be accessed through the Department's website:

- August 2, 2005 city primary date calendar.
- August 2, 2005 special election date calendar.

- Voter information poster for August 2, 2005 election.
- September 13, 2005, city primary date calendar.
- September 13, 2005 village election calendar.
- November 8, 2005 city general election date calendar.
- Candidate filing requirements for August 8, 2006 statewide primary
- Listing of important dates and deadlines associated with the August 8, 2006 statewide primary and November 7, 2006 statewide general election.
- Provisional balloting materials. (“Four Step Procedure Form,” “Notice to Voters Unable to Satisfy Identification Requirement and/or Residence Verification Requirement,” “Procedure for Handling ‘Envelope’ Ballots Returned to Clerk’s Office,” and “Provisional Ballot Report Form.”)
- Federal ID requirement notice.



STATE OF MICHIGAN  
TERRI LYNN LAND, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING

**Order Form**  
**-- August 2 Election Materials --**

Return form via mail or fax to Ruth Lee, Bureau of Elections, P.O. Box 20126, Lansing, Michigan 48901-0726. Fax: (517) 241-4785. Your cooperation in responding no later than Friday, July 22, would be appreciated.

**Jurisdiction Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Submitted by:** \_\_\_\_\_

**Mailing Address for Supplies:** \_\_\_\_\_

*Item*

*Quantity*

**Voter information posters\*:** \_\_\_\_\_

**Voter information in audio format  
(Cassette tape):** \_\_\_\_\_

**Braille version of voter information:** \_\_\_\_\_

*Thank you!*

\* As an alternative, the voter information posters can be printed from the Bureau's website.